

# **Kansas Offender Registration Working Group By-Laws**

## **Article I: Name of the Body**

The body known as the Kansas Offender Registration Working Group shall hereinafter be referred to as KORWG.

## **Article II: Mission Statement**

The mission of the Kansas Offender Registration Working Group (KORWG) is to bring interested entities and disciplines together in an open forum to address and improve the management of the Registered Offender Program in Kansas by reviewing and making recommendations related to legislation, enforcement and prosecution issues, the supervision of offenders required to register under the Kansas Offender Registration Act, and the overall improvement of the administration of justice in this state.

## **Article III: Description of the Body**

The KORWG is an advisory body and communication forum. The KORWG does not exist as a legal entity nor does it have any legal authority.

## **Article IV: Membership**

Membership of the KORWG consists of nine core organizations and nineteen core members. These organizations and members are identified as the following:

- a. Kansas Bureau of Investigation (KBI) – two members
  - i. Offender Registration Unit
  - ii. Information Services Division legal staff
- b. Kansas Sheriffs' Association (KSA) – ten members
- c. Kansas Department of Corrections (KDOC) – one member
- d. KDOC Juvenile Services – one member
- e. Kansas County and District Attorneys Association (KCDAA) – one member
- f. Kansas State Board of Indigents' Defense Services (SBIDS) – one member
- g. Kansas District Judges Association or Kansas Office of Judicial Administration (OJA) – one member (a sitting district court judge)
- h. Kansas Community Corrections - one member
- i. KDOC Parole Services - one member

## **Article V: Core Organizations**

The CEO of a core organization has authority and discretion to:

- a. Appoint core members and designees and determine the length of their terms.
- b. Designate an alternate core member in the event the primary core member is unable to attend a scheduled meeting.

## **Article VI: Core Members**

Core members will be appointed by the core organizations and participate in the KORWG at the discretion of the CEO of the core organization. Core members will have the following responsibilities:

- a. Serve as subject matter experts on matters relating to the Kansas Offender Registration Act.
- b. Represent the interests of the core organizations.
- c. Maintain communication with the core organization CEO regarding the activities and proposals of the KORWG.

## **Article VII: Kansas Bureau of Investigation**

The Kansas Bureau of Investigation will have the following responsibilities:

- a. Identify and appoint core organizations.
- b. Serve as the coordinating entity / organize meetings at the direction of the KORWG Chairperson.
- c. Record meeting minutes.
- d. Send and post KORWG meeting notices, agendas and meeting minutes, one week in advance, to all core members and to the CEO of all core organizations, at the direction of the KORWG Chairperson.
- e. Ensure compliance with the Kansas Open Meetings Act requirements.
- f. Retain record of any KORWG proposals and the disposition of such (minutes).
- g. Maintain an up-to-date KORWG location on the Kansas Criminal Justice Information System (KCJIS) Website and KBI Public Website.

## **Article VIII: Participation**

- a. Any person / agency / agency representative with interest may attend meetings and request to be placed on the meeting notification list.

- b. Any attendee may participate in the discussions of the KORWG consistent with the provisions of Roberts Rules of Order and the direction of the KORWG Chairperson. Only designated representatives of the core organizations will be eligible to vote.

#### **Article IX: Recommendations / Proposals / Operations**

- a. Meetings will be held at least twice per calendar year but as often as deemed necessary by the core members of the KORWG.
- b. During the fall meeting of the KORWG, the core membership shall elect a Chairperson and Vice Chairperson for the following year. The Chairperson shall organize and lead the meetings, set the meeting agenda and set the day and times for meetings. The Vice Chairperson shall serve in the capacity of the Chairperson in their absence. There shall be a term limit of two years for the Chairperson and Vice Chairperson.
- c. Any proposed recommendation of the KORWG shall be noted in the minutes and shall be voted on by a quorum of the core members. A record of the vote shall be maintained. Roberts Rules of order shall be followed.
- d. Twelve of the core membership shall constitute a quorum.
- e. A proposal may be advanced for further consideration by a two-thirds vote of members present when a quorum exists.
- f. If, in the opinion of the Chairperson, significant substantive disagreement exists as to a proposed recommendation, the Chairperson may authorize a minority report that will be attached to the proposal.
- g. The KORWG shall not propose any legislative action or changes to existing law directly to a legislative body or individual member of either chamber.
- h. The recommendations of the KORWG shall be shared in a timely fashion with the legislative liaisons, legislative committee chairs and/or the CEO of all core organizations.
- i. The decision to seek any legislative action that may be recommended by the KORWG will be made jointly by the leadership of the core organizations. Pursuit of legislative action shall then fall to the KBI or one of the other core organizations. If none of the core organizations adopts the proposal for legislative action, the proposal shall be considered dead as to support by the KORWG.
- j. It is expected that core organizations/core members may on occasion have opposing views on certain matters related to the Kansas Offender Registration Act. The KORWG and this process are meant to facilitate discussion and seek consensus on those matters where consensus is possible. The KORWG does not assume any further responsibility or authority.

- k. Nothing in this document is meant to restrict any core member/core organization from unilaterally pursuing legislative action that they believe is in the best interest of their respective organization or entity.